

# Memorandum

**TO:** Distribution List  
**FROM:** Bryan Tippie, Budget Director  
**DATE:** November 17, 2006  
**Re:** Minutes of the November 7, 2006 Finance Committee Meeting



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Committee Members present: Mr. Bill Downey

The Finance Committee met on November 7, 2006, at 10:00 a.m. in the Warren Green Building, 2nd Floor Conference Room at 10 Hotel Street. This document reflects the official minutes of that meeting.

**County Treasurer's Report:** Beth Ledgerton, Treasurer, provided the Treasurer's Report for the Finance Committee's consideration.

**County Attorney's Report:** Jeanette Irby, County Attorney's Office, presented the County Attorney's Report for the Finance Committee's consideration.

## **Consent Agenda**

### **Supplemental Appropriations:**

The following supplemental appropriations were considered for forwarding to the Board of Supervisors for their action unless otherwise noted.

### **FY 2007**

#### **1. Environmental - \$60,497**

\$60,497 from the FY 2006 Environmental Services Fund Balance was approved for re-appropriation to the Environmental Services Fund for a Recycling Education Coordinator position.

#### **2. Parks & Recreation - \$460,000**

\$460,000 from Fund Balance was approved for re-appropriation for the acquisition of the Leeper property adjoining Lake Brittle.

### **Transfers:**

#### **Budget Office - \$335,361**

\$335,361 from the General Fund Department's budgeted employee benefits was approved for transfer to the Non-departmental Salary Reserve. The amount budgeted was more than the final adjusted rates. This is a corrective action to move the funds to off set its original intended use of supporting the impact of Springsted and other salary adjustments.

## **Regular Agenda**

### **Supplemental Appropriations:**

#### **FY 2007**

**1. County Administration - \$23,935**

\$23,935 from a Botha home loan refinancing was approved for appropriation to the Affordable Housing Fund 285. The funds will be for use by Fauquier Housing Corporation in the further development of affordable housing in Fauquier County.

**2. Budget Office - \$289,000**

\$289,000 from Non-departmental Reserve for Affordable Housing was approved for appropriation to the new Affordable Housing Fund 285. The Fund was set up for improved tracking of funding and expenditures on Affordable Housing initiatives.

**3. School Division - \$31,500**

\$31,500 grant from the Local Mental Health Association was approved for appropriation to the School Division for a part time Mental Health Specialist position.

**4. Sheriff's Office - \$35,000**

\$35,000 from the Contingency Reserve was approved for appropriation for Mobile Data Terminals for the Sheriff's Office.

### **Transfers:**

#### **FY 2007**

**1. County Administration - \$495,000 Separate Agenda Item, BOS 11/9/06**

\$495,000 requested from the Northern Swimming Pool Project to the Northern Sports Field will be presented as a separate item to the Board of Supervisors at its November 9, 2006 meeting.

**2. Finance - \$17,800**

- a. \$65,000 requested from the Contingency Reserve for Fire & Rescue Audits was **postponed** for further evaluation.
- b. \$17,800 from the Contingency Reserve was approved for transfer to the Independent Auditor budget for additional audit fees.

**3. School Division - \$500,000 Work Session/Separate Agenda Item, BOS 12/14/06**

\$500,000 requested from the Auburn Middle School project to the Claude Thompson Elementary School project was directed to be presented as a separate issue for the Board of Supervisors to consider at its December meeting.

**Comments:**

**1. Finance: Vivian McGettigan, Director of Finance**

- a. Health Insurance – Health insurance costs for October increased 10.4% over the same period in the prior year. The average monthly expenditure for FY 2007 is \$1,127,981. New this month, the monthly interest income is shown on the Health Insurance Report.
- b. Procurement Card Policy - This is an amendment to the current purchasing policy. Only small purchases are expected to be purchased with the Procurement Card. A small pilot group has been established to test the Procurement Card policy for purchasing effectiveness. Finance will monitor the purchases. The Procurement Card Policy will be discussed at the December Board of Supervisors' Meeting.

**2. Budget: Bryan Tippie, Budget Director**

- a. Revenue Report – The Revenue Committee met on Wednesday, November 8 and continues to project a shortfall of \$1.2 million. After December, more numbers that are accurate should be available for a more in depth analysis. Real Estate related revenue is the largest contributing factor to the project shortfall.
- b. FY 2006 Year End Budget Report – Mr. Tippie provided an overview of the report. The adjusted year end balance is \$2,593,000. The School Division ended the year with \$2.3 million. Mr. Downey stated he strongly supports the continuation of an aggressive cash funding campaign for capital projects.

**3. Fire and Rescue: Phil Myer, Director of Emergency Service**

A request was being made by the Catlett Fire Department to have tipping fees related to the demolition of the Catlett Fire Hall waived. The discussion that followed included the possible costs and if the approval would set a precedent for other Fire and Rescue Companies. It was pointed out that all County and School construction projects pay the full amount of tipping fees associated with their projects.

**The next Finance Committee Meeting will be  
December 14, 2006 at 9:00 a.m.**